

**TOWN OF HILDEBRAN
COUNCIL'S CHAMBER
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**DECEMBER 18, 2023
7:00 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER	Mayor Hildebrand called the regular meeting of the Town Council to order at 7:00 p.m. The meeting was streamed live via the Town's YouTube channel.
COUNCIL PRESENT	The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Ben Honeycutt, Mike Smith, Mike Stroupe, and Jody York. Council Member Terry Weaver was absent.
STAFF PRESENT	The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Code Enforcement Officer Chad Powell, and Town Attorney Jared Amos.
CITIZENS & MEDIA	See attached sheet.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Council Member York led the Pledge of Allegiance to the United States Flag.
APPROVAL OF AGENDA	Council Member York made a motion to approve the agenda as presented. All voted in favor.
APPROVAL OF MINUTES	Council Member Honeycutt made a motion to approve the November 27, 2023 regular meeting minutes as presented. All voted in favor. Council Member York made a motion to approve the December 7, 2023 special meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
OLD BUSINESS	None.
NEW BUSINESS CONSIDER APPROVAL OF FY 22-23 AUDIT PRESENTATION	It was announced that the Auditor was running late and Council decided to postpone the presentation until the Auditor arrived.
CODE ENFORCEMENT QUARTERLY REVIEW	Chad Powell, Code Enforcement Officer, provided his quarterly review. No action was taken.

CONSIDER APPROVAL OF
RESOLUTION ADOPTING
THE 2024 HILDEBRAN
TOWN COUNCIL
REGULAR MEETING

Clerk Sanders provided a proposed regular meeting schedule for 2024. Town Manager Shook asked if Council would consider meeting earlier than 7:00 p.m. Two members were unable to meet earlier. Council Member York made a motion to approve the resolution adopting the 2024 Hildebran Town Council regular meeting schedule as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment A).

REVIEW EVENT
COORDINATOR JOB
DESCRIPTION

Town Manager Shook provided a proposed job description for an Event Coordinator as directed by Council. Council Member Smith stated that the Town had a lot on its plate at the moment and he did not feel that a position was needed at this time. Council Members Honeycutt and York agreed. Council Member Stroupe stated that the Town has facilities currently not being used and is a burden to taxpayers and felt the Town should begin the process now to hire someone to promote the facilities. Council Member Smith stated that he preferred to wait until the Royal Park and auditorium renovations were at the end of completion before hiring. Council Member Stroupe preferred to prepare the job description now.

The majority of Council preferred to wait to hire an events person until the Royal Park and auditorium renovations are nearly completed. No action was taken.

DECEMBER FACILITIES
REPORT

The December Facilities Report was provided for review.

NOVEMBER DELINQUENT
TAX REPORT

Tax Collector Sanders provided the November tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment B).

NOVEMBER DEPUTY
REPORT

The November Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Town Manager Shook reported that the work at the Exit 118 bridge will begin with right-of-way work in December 2024 and a contract let date of December 2025. The NCDOT is currently working at the intersection of S. Center St. and Main Ave and plan to install a 4-way stop sign. Council was not in favor and preferred a stop light.

Staff will present a resolution to request a stop light at the next meeting.

WPCOG Policy Board – Council Member Honeycutt stated that he will send his report via email tomorrow.

Burke Economic Development – No meeting held.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson reported that the committee reviewed its financial report for the year. New loan applications continue to be received and new personnel may need to be hired to handle the workload. The committee reviewed its delinquent loans.

Library Board – No report.

Events Committee – Town Manager Shook stated that the parade went well even though the weather was not ideal.

**CONSIDER APPROVAL OF
FY 22-23 AUDIT
PRESENTATION**

Serina T. Hinson, CPA, CGMA, of Lowdermilk Church & Co., LLP, provided a review of the FY 22-23 audit. Council Member Honeycutt made a motion to approve the Town of Hildebran audit for fiscal year ending June 30, 2023 as presented. All voted in favor. A copy of the audit highlights are hereby incorporated by reference and made a part of these minutes (Attachment C). The complete audit will be filed with the Town's permanent records.

OTHER BUSINESS

Mayor Hildebrand asked if Council wanted to continue sponsoring the summer Cruise Ins because HHDA needs to begin booking bands. Staff reported that May and June 2024 is already in the current budget. Council was in agreement to continue with July-September 2024.

Council Member York asked if the Town would donate the basketballs left over from the parade to the museum. Staff reported that HHDA has basketballs already and are distributing them to those that attend the Santa events.

Council Member Stroupe asked if the Town could give \$25 gift cards to those members that serve on committees. Council was in agreement. Staff asked for time to research

the tax implications of giving gift cards and asked to discuss at the next meeting. Council was in agreement.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 7:37 p.m. to adjourn. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor